

# HAMILTON COUNTY AIRPORT AUTHORITY

APRIL 12, 2007

The Hamilton County Airport Authority met on Thursday, April 12, 2007 in the Commissioners Courtroom in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana. The Authority met in Executive Session at 6:00 p.m. in Conference Room 1A for discussion of land acquisition pursuant to IC 5-14-1.5-6.1(b)(D). President Silvey called the public session to order at 6:54 p.m. Secretary Rauch called roll and declared a quorum present of Allyn Beaver, Tom Kapostasy, Don Silvey, Ted Moran and Tim Tolson.

## **Approval of Minutes**

Kapostasy motioned to approve the March 1, 2007 minutes. Beaver seconded. Motion carried unanimously.

## **Executive Session Memoranda**

Tolson motioned to approve the April 12, 2007 Executive Session Memoranda. Beaver seconded. Motion carried unanimously.

## **Public Comments [6:56:24]**

### Commemorative Air Force

Carl Winkler stated the Commemorative Air Force is holding a meeting this Saturday, April 14, 2007, at 10:00 a.m. at Indianapolis Executive Airport (IEA). The guest speaker is Bill Rising who flew 144 missions in the Viet Nam War.

## **Committee Reports**

### Community and Public Relations

Tim Tolson introduced Warren White of Willow Marketing. Mr. White presented a grant proposal to be submitted to the Hamilton County Visitors and Convention Bureau on behalf of IEA. White stated the main objective of the airport is to bring more airplanes into the area. Based on the number of aircraft and what is going on in the market it appears that the most cost effective way to attract more aircraft is to get transient aircraft to land at IEA, which means taking traffic away from Indianapolis International Airport. Currently the economic benefit is \$43.8 million per a year from IEA. They continually use and recommend restaurants, hotels, car rental, everything that a convention and visitors bureau would be interested in bringing to the area. If the grant is pursued the benefit to the airport is the purchase of fuel. It is estimated to be \$95.00 to \$100.00 per aircraft for approximately \$100,000 per year to the airport authority. White stated what is stopping aircraft from using IEA is awareness people do not know IEA is here. The purpose of the grant is to develop a marketing campaign to increase that awareness nationally. There is a registry of aircraft owners but it is not as easy as getting the registry, making phone calls and asking them to visit the airport. The proposal would include:

•	Telemarketing Research	\$12,000
•	Direct Mail Follow up	\$ 5,000
•	Trade Show Participation	\$10,000
•	Trade Publication Advertising	<u>\$24,660</u>
	Total grant request	\$51,660

The basics of getting information to the public has already been done. The web site is an integral part. The one weakness of the web site is that it is a passive medium. These marketing tactics will be to drive people towards the web site.

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White stated while investigating the HCCVB Grant there are two types of grants, one is given out twice a year and is not substantial enough to meet our needs. Those are \$5,000 grants given out on March 15<sup>th</sup> and August 15<sup>th</sup> at 50% match. The HCCVB grant that we can pursue is the Destination Hamilton County Grant. It is given out once a year and is very competitive. Applications will be available in August. The grantee can receive up to \$75,000 with a 10% match. White stated he believes the match can be the fee paid to Willow Marketing, so the match requirements have already been met. White requested permission to continue pursuing the \$75,000 grant. Mr. Michael Howard asked if Willow Marketing would do all of the preparation and submittal of the grant, with assistance from the Board, within the scope of the existing Willow agreement? White stated yes. Kapostasy motioned to authorize the airport manager to work with Willow Marketing to apply for up to \$50,000 grant from the Hamilton County Convention and Visitors Bureau for target marketing of inbound aircraft and further he would ask that the airport authority commit itself to fund an additional \$5,000 from the county operations budget to be provided in the year awarded. I believe that putting additional money forward as well as what we already have would increase the probability of receiving this grant. It is a very competitive field. Silvey stated his only concern is that our budget is so tight would we have the money for the match? Kapostasy stated it would be in next years budget. Kapostasy stated he is comfortable that we could find \$5,000. White stated the match would be working with Willow Marketing at this point. Moran asked if this is geared to promote the airport or Montgomery Aviation? White stated it is to promote the airport, which benefits IEA, Hamilton County and Montgomery Aviation will benefit by being the FBO (Field Base Operator). Tolson stated we have completed our contract with Tailored Tactics and Willow Marketing is now in charge of the marketing of the airport. Tolson asked Kapostasy if the lobby marketing needs to be included in this proposal? Kapostasy stated this proposal builds upon what the airport has done, what the HCCVB has done and targets what the HCCVB is trying to do which is to attract out of town visitors that would otherwise not come to Hamilton County. Tolson seconded. Motion carried unanimously.

### Finance, Planning and Administration

Silvey reported that the Finance, Planning and Administration Committee met with Andi Montgomery to work on the 2007 budget and planning the 2008 budget.

### **Indianapolis Executive Airport Report**

Dan Montgomery stated there was filming done today at the airport for the television show Indiana Business.

### 2006 Audit

Million & Company, P.C. has started the 2006 accounting compliance. A letter of engagement must be signed by the President and Secretary. [7:23:15] Kapostasy motioned to authorize the board president to sign the Letter of Engagement with Million & Company for the annual audit. Moran seconded. Motion carried unanimously.

### Web Site

Spin Web has reported that the press section of the web site is up and running. They are working on taking the archived information from the old Indianapolis Terry web site and adding a section to the current web site to host this information.

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### Security Cameras

They are still working on the communication between the security cameras and the computers.

### Brochures

Andi Montgomery has found a company to re-print the IEA brochures and has ordered 1,000 brochures at \$.58 each.

### Emergency Preparedness Plan

They are still working on the emergency preparedness plan. The Montgomery's have scheduled a meeting with Don Silvey to review the procedures.

### Birthday Party

Working on the 50<sup>th</sup> Birthday Party on June 16, 2007 from 10:00 to 3:00. They expect about 1,000 families to attend.

### First Quarter Reports

The first quarter report, \$10,000 check and fuel report have been given to Kim Rauch.

### AAI

The AAI Conference is in October and reservations should be made early. April 19, 2007 is the AAI Quarterly meeting in Greencastle.

### NATA FBO Leadership Conference

The Montgomery's attended the NATA FBO Leadership Conference last week in Florida.

### INDOT Inspection

The airport was inspected by INDOT on Monday, everything was ok except for dirt left next to the runway by the construction crews. Woolpert has been made aware of it and will arrange its removal with 30 days.

### Water Sample

Astbury Water Technology has taken the first water sample out of the retention pond. We are waiting for the results.

### ILS Minimums

The FAA has said they will raise the ILS minimums 50' if some trees in the fence line were not cut down. D. Montgomery is working on getting the trees topped off. The trees are only about 1' too high.

### WAASGPS 36 Approach

The airport will be getting a WAASGPS 36 approach and GPS 18 approach in September.

Kapostasy asked Rauch if there is money in the county general fund for the birthday party funding request of \$2,300? Rauch stated yes. Kapostasy motioned to spend \$2,300 out of the county general fund for the purpose of supporting expenses for the 50<sup>th</sup> anniversary party of the airport. Moran seconded. Motion carried unanimously.

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Silvey congratulated the Montgomery's with the announcement that the airport is estimated to bring in \$43.8 million of good to the general area because of its presence. Montgomery stated we are over now over 100 based aircraft.

### **Woolpert Engineering Report**

#### Pavement Condition Index Report

Mr. Chris Snyder stated INDOT has acknowledged that they have received the Pavement Condition Index Report on the runway and it is just below satisfaction or necessary for repair. They have talked about getting it programmed as soon as possible. They did say we have to first take care of the obstructions on RPZ 36. After that INDOT would like to program the runway re-construction. They have discussed phasing and how the money would work. They will not discuss the taxiway.

#### WAAS and GPS

Snyder stated the discussion on the WAAS and GPS goes along with the 405 Survey. We have requested the FAA update all of the approaches at the same time and they are going to do that.

#### Corporate Hangar Locations

Woolpert has worked with D. Montgomery on potential corporate hangar locations and Snyder has a drawing for the board to review after the meeting.

#### AIP-12

Snyder requested approval of the Final FAA pay request for the 15% amendment. Snyder stated we thought Gradex was done but they did not put stone in some smaller locations. Gradex has acknowledged that and have committed fully to coming back and laying the stone. We don't want this work to hold up the pay request. Snyder is requesting approval of all of the paperwork to the FAA and INDOT and Woolpert will hold the Gradex payment until the work is completed. Kapostasy motioned to approve Change Order #3 to Gradex in the amount of \$17,049.26, payment of final invoices for Woolpert of \$7,308.55, payment of final invoice and retainage for Gradex. Tolson seconded. Motion carried unanimously.

#### AIP-13 – Parallel Taxiway

- Snyder has copies of the new Certificates of Insurance for AIP-13 and will give to Rauch.
- A start-up meeting is scheduled for next week to begin construction.
- Woolpert is finalizing the change orders and Sandy Lyman is reviewing the revised change order from Shelly & Sands.

#### Local Projects

##### Rule 6 Compliance

Snyder has provided notes to the Board regarding Rule 6 Compliance. We are currently at Step 4 – Test Stormwater Runoff, we are waiting for the test results. Snyder recommends waiting for the water test results before proceeding. The board concurred. Snyder requested approval of an invoice in the amount of \$3,625.00 for the Rule 6 Compliance to be paid from their general services contract. Tolson motioned to approve. Kapostasy seconded. Motion carried unanimously.

#### Zoning Map

Woolpert has updated the zoning map to include the 500' flight elevations.

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Apron and Taxiway Construction (New)

Woolpert has provided Don (Silvey) a report on the pavement conditions of the new apron and taxiway and what may have caused the crack and repair methods. A letter has been sent to Hunt Paving regarding the conditions and Hunt will come out and repair the crack.

**Secretary's Report**

2006 State Board of Accounts Audit

Rauch reported that the State Board of Accounts are performing the 2006 county audit and have requested a more detailed breakdown of the county's fixed assets, including the airport. Woolpert has been helping Rauch with the gathering the information. We still need the information from the county's purchase of the airport, but we did get the immediate request taken care of.

**Next Meeting** – May 3, 2007 to be held in Conference Room 1A.

Moran motioned to adjourn. Tolson seconded. Motion carried unanimously.

**Present**

Allyn Beaver  
Tom Kapostasy  
Ted Moran  
Don Silvey  
Tim Tolson  
Brad Beaver  
Michael Howard  
Kim Rauch  
Chris Snyder, Woolpert Engineering  
Dan Montgomery, Montgomery Aviation  
Carl Winkler, Montgomery Aviation  
Warren White, Willow Marketing  
Brad Gilliam, Willow Marketing  
Ray VanSickle

APPROVED

ATTEST

\_\_\_\_\_  
Don Silvey, President

\_\_\_\_\_  
Kim Rauch, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_